

Minutes
Developmental Disabilities Resource Board of Directors
Board Owned Property Committee Meeting
February 27, 2018

The **Board Owned Property Committee** met on February 27, 2108 at 5:30 pm at the DDRB office. Present at the meeting were Alan Naylor, Rick White, James Gottstein and Robert Sevier. The meeting was called to order by committee chairman, Alan Naylor.

The first item of discussion was an invoice received from Orkin Pest Control for \$1700. Sonja explained that an invasive insect had been discovered on February 16 in the building which required immediate attention. She had telephoned Alan Naylor and advised that she was contacting Orkin to attend to the situation immediately. Rick White motioned that the invoice be approved for payment with a second from Bob Sevier. The motion was approved unanimously by the committee who also thanked Sonja for her quick response to this situation.

The Electrical Surge Suppressor connected to the main breaker for the HVAC units is not working properly. Jason Kuhlman contacted DC Electric who recently installed a breaker. He provided a bid of \$1735 to purchase and install the surge suppressor. The Committee unanimously approved.

The third item of discussion was the ductwork in the Kent Street building relative to HVAC #8. There has been an on-going problem with heating and cooling the offices serviced by this unit as well as extremely high humidity in the warmer months. With the replacement of units 1-6 and a new maintenance contract with MMC Contractors, Don Tappin with MMC determined the ductwork in that area is creating the problem. The offices on either side of the hallway are ducted to the hallway to be pulled into the return air vents in the hallway, but not by duct. Alan Naylor did a follow up investigation and concurred with these findings. The Committee reviewed three bids for this project. The bid from Joe Lowry was accepted and approved in the amount of \$4400.

Sonja requested approval to purchase additional office furniture from Scott Rice in the amount of \$985 to equip an additional space for a service coordinator. The Committee approved the expenditure.

Sonja presented a proposal from one of our consumer artist to paint a mural on one of the walls in the office. The Committee discussed and decided they would prefer to utilize the same funds to purchase frameable artwork that would be more durable.

The Flora House will be vacated in April with the residents moving to the new group home. Alan suggested that we utilize the previous appraiser to have the property appraised. The Committee agreed to request approval for up to \$2000 for the appraisal. When the time comes to place the house on the market, the Committee suggested that we get the input of three (3) different realtors for listing prices, etc. The Committee will meet again after the appraisal is received to determine the next step in putting Flora House on the market.

The Committee scheduled the first of three Board Owned Property Inspections for March 19 at 9:00am.

With no further business, the Board Owned Property Committee meeting was adjourned at 5:30 pm.

Respectfully submitted: Sonja Bennett

March 1, 2018